U.S. EMPLOYEE HANDBOOK

Section 2 – Total Rewards: Benefit Plans and Programs

Effective August 1, 2022

This Handbook supersedes all previous employee handbooks

ACKNOWLEDGEMENT
RECEIPT OF EMPLOYEE HANDBOOK SECTION 2

I acknowledge and understand that CEC's Employee Handbook is comprised of the following 4 sections: Section 1 – Welcome, Key Points and the Basics, Section 2 – Benefits & Time Off, Section 3 – Safety, Security and Employment, and your specific location Addendum (collectively referred to as the "Handbook"). It is my responsibility to read, understand, and follow all the policies, practices, rules, and regulations explained in all Handbook sections and addendums effective on August 1, 2022.

I understand that if I fail or refuse to acknowledge all 4 Sections of the Handbook and the appropriate Addendum, I am still subject to the terms and conditions set forth in the Handbook.

I understand that this Handbook replaces all prior CEC (including Peter Piper Pizza) handbooks and personnel policies and procedures on the subject matter contained herein (but excluding CEC's Code of Business Conduct and Ethics, which is to be read together with this Handbook).

I understand that the policies contained in the Handbook are not intended to create any contractual rights or obligations. I further understand that CEC has the right to modify, amend, or withdraw any or all of the policies and procedures described in this Handbook at any time at its sole discretion.

I understand that it is my responsibility to keep abreast of policies, procedures, and benefit changes through CEC-approved shared drives, newsletters, and/or memos.

I understand and agree that my relationship with CEC is "at will," which means that my employment is for no definite period and may be terminated by me or by CEC at any time, with or without cause or notice, for any reason not otherwise prohibited by law.

This Handbook must be returned to CEC upon my resignation or the termination of my employment.

If Restaurant Location Employee:

- I acknowledge that I was given an opportunity to review the CEC Employee Handbook and instructions for obtaining a copy will be maintained in the restaurant for employees. I understand that if I have questions regarding specific information contained in the Handbook, I can contact my Manager and request a written copy of the information. If I have additional questions about the application or interpretation of any policies or practices, I may contact Human Resources.

If Support Center, RSC, or SPT Employee:

- I acknowledge that I have received a copy of the CEC Employee Handbook and have had an opportunity to ask any questions about the policies and practices described in the Handbook. If I have any additional questions about the application or interpretation of any such policies or practices, I will contact Human Resources.

Table of Contents

CHAPTER 1 – EMPLOYEE BENEFIT PLANS **4**

1.1 HEALTH & WELFARE BENEFITS ELIGIBILITY 4
1.2 HEALTH & WELFARE BENEFITS 4
1.3 HOLIDAYS 5
1.4 VACATION 5
1.5 PAID SICK TIME 5
1.6 EMPLOYEE ASSISTANCE PROGRAM (EAP) 6
1.7 WORKERS' COMPENSATION 6

CHAPTER 2 - LEAVES OF ABSENCE / TIME OFF **8**

2.1 FAMILY AND MEDICAL LEAVE ACT LEAVE (FMLA LEAVE) 8
2.2 MEDICAL LEAVE OF ABSENCE POLICY 12
2.3 MILITARY LEAVE 13
2.4 PERSONAL LEAVE 14
2.5 VOLUNTEER EMERGENCY RESPONDER LEAVE 15
2.6 LEAVE FOR VICTIMS OF DOMESTIC VIOLENCE, SEXUAL AND GENDER VIOLENCE, STALKING OR OTHER CRIMES OF VIOLENCE 15
2.7 BEREAVEMENT LEAVE 16
2.9 SCHOOL VISITATION LEAVE 18
2.10 VOTING LEAVE 18
2.11 EMPLOYEE BENEFITS WHILE ON LEAVE 19

CHAPTER 3 - ADDITIONAL SUPPORT **20**

3.1 CEC CARES EMPLOYEE RELIEF FUND 20
3.2 CEC CARES OPPORTUNITY SCHOLARSHIP PROGRAM 21
3.3 EARLY ACCESS TO EARNED WAGES 21
3.4 EMPLOYEE REFERRAL PROGRAM 21
3.5 SERVICE AWARDS 22

CHAPTER 4 - CORPORATE GIVING **22**

CHAPTER 1 – EMPLOYEE BENEFIT PLANS

Note: While the intent is to maintain the benefits described in this handbook, CEC reserves the right to modify or terminate these benefits at any time. Therefore, the information provided in this section is subject to change.

For full details and most up to date information, consult the Benefits section in Workday, or contact the CEC Benefits Department at benefits@cecentertainment.com. If there is a discrepancy between this information and the legal plan & trust documents, the terms of the legal plan and trust documents will govern.

1.1HEALTH & WELFARE BENEFITS ELIGIBILITY

- **Variable Hour Employees.** Under the Affordable Care Act, employees who work hours that vary from week to week are referred to as "Variable Hour" employees for benefit eligibility. **Most cast and team members start out as Variable Hour employees.**
- **All Variable Hour employees** are subject to **a 12-month "measurement period**" to determine the average number of hours worked per week. If your average during this time is 30 hours or more per week, you will be eligible for CEC Health & Welfare Benefits. The measurement period occurs annually, so your eligibility could change each plan year.
- If you do not average 30 hours a week or more during the measurement period, you may be eligible to participate in our voluntary benefit plans offered to part time employees.

1.2 HEALTH & WELFARE BENEFITS

CEC offers a wide variety of benefits to eligible employees, legal spouses regardless of gender (including common law spouses as defined by applicable state law) and dependents.

The Benefits are summarized below for quick reference or you may review the CEC's Benefits Guide and Summary Plan Descriptions (SPDs) in Workday by clicking on the Benefits worklet. Additionally, CEC benefits are governed by the official Plan Documents, which set forth the terms and conditions for providing and terminating coverage. In the event of a conflict regarding the terms of benefit coverage between information in this Handbook, the Benefits Guide, the SPD, and/or the official Plan Documents, the provisions of the official Plan Documents prevail. Further, the Company (including the officers and administrators who are responsible for administering the plans) and/or the plan administrators retains full discretionary authority to interpret the terms of the plans, as well as full discretionary authority with regard to administrative matters arising in connection with the plans and all issues concerning benefit eligibility and entitlement. Please note that Insurance premiums are paid by the full pay period and cannot be prorated.

Please be advised that all benefits are subject to change at any time, and we ask that you review benefit updates posted on the Company's newsletters, bulletin boards, memos, or communication sent to you in Workday, the store or your home.

The benefits listed below are currently in place for eligible employees and are further described in the Benefits Guide:

- Medical/Prescription Drug Plans
- Dental Insurance
- Vision Insurance
- Health Savings Account (HSA)
- Health Care and Dependent Care Flexible Spending Account (FSA)
- Life and Accidental Death & Dismemberment Insurance
- Short and Long-Term Disability
- Employee Assistance Program (EAP)
- 401(k) Retirement Plan

Please contact the Benefits Department at (972) 258-5462 or benefits@cecentertainment.com for questions or to obtain further details regarding eligibility requirements.

1.3 HOLIDAYS

For CEC's holiday policies and procedures, please refer to the specific addendum to this Employee Handbook that applies to your work area.

1.4 VACATION

For CEC's vacation policies and procedures, please refer to the specific addendum to this Employee Handbook that applies to your work area. Employees placed on inactive status due to taking a leave of absence (LOA) will not accrue vacation time during a paid or unpaid LOA.

1.5 PAID SICK TIME

For CEC's paid sick time policies and procedures, please refer to the specific addendum to this Employee Handbook that applies to your work area. **Please note that state and local governments are constantly reviewing and updating laws so please review your specific state and local laws on your location's communication board, ask your manager or the human resources department or check your state specific government sites for the most updated Paid Sick Time regulations.** CEC reviews upcoming and current legislation and updates Workday appropriately.

Employees placed on inactive status due to taking a leave of absence (LOA) will not accrue sick time during a paid or unpaid LOA.

[Revised 6/2022]

1.6 EMPLOYEE ASSISTANCE PROGRAM (EAP)

CEC makes available professional services to assist employees who may be experiencing personal problems that are difficult to manage without help. The Employee Assistance Program is an outside professional counseling and consultation service (made up of licensed, accredited, and qualified providers) that is designed to help you and your eligible family members with a wide range of personal issues, including:

- Marital and family problems
- Emotional well-being
- Addiction & recovery
- Financial and credit concerns
- Parenting and childcare
- Elder Care
- Legal issues and questions
- Education
- Work-related issues
- Interpersonal conflicts

You and your eligible dependents are entitled to unlimited telephone counseling and up to 5 in-person counseling sessions per "incident" per calendar year for any of the above counseling or consulting services at no cost to you. Additional in-person counseling sessions are available for a fee.

For information about how to request EAP services, please contact New York Life at (800) 538-3543 or nylgbs-lap.com

[Revised 6/2022]

1.7 WORKERS' COMPENSATION

Accidental injuries which occur during working hours or conditions caused by work activities are covered under our Workers' Compensation policy, which is paid for by the Company. This insurance provides for the payment of medical expenses and weekly compensation payments during the period of an employee's work-related injury or illness.

Report all injuries, no matter how slight, to management as soon as possible. You must file your claim forms promptly in order for your claim to be processed and Company records to be prepared properly. Please refer to CEC's On-the-Job Injuries Policy in this Handbook for details on reporting an incident. Failure to follow Company procedures may affect your ability to receive Workers' Compensation benefits.

Workers' Compensation provides employees injured at work with income and medical benefits as defined by law. Entitlement to workers' compensation benefits is defined by state statute and is, therefore, different in each state. Please refer to CEC's On-the-Job Injuries Policy in this Handbook for details on reporting an incident.

If you have suffered an on-the-job injury and are unable to work, you will be placed on a Leave of Absence if your time away from work exceeds the state-mandated waiting period. The leave of absence granted is subject to federal and/or state law and runs concurrently with FMLA. Since such laws may not immediately provide wage benefits during the waiting period, you may use your accrued and available sick time and/or current unused vacation time during the waiting period. If you decide to use vacation or sick time during the waiting period, you must request the time in Workday.

Worker's Compensation benefits may last up to six (6) months from the date of your approved claim, subject to applicable state law. For information on your non-worker's compensation group health benefits coverage and your obligation to pay your benefit premiums to maintain coverage, please refer to Employee Benefits section of this Handbook. You may also contact the Benefits Department at (972) 258-5462 or benefits@ceceentertainment.com.

It is the Company's policy to return injured employees, as soon as safely possible, to temporary modified work when a work-related injury prevents those employees from returning to their usual job. Once your treating physician defines physical capabilities and releases you to modified duty, CEC will determine if productive work is available or if a reasonable accommodation can be made within the physical capabilities specified by your treating physician. Modified duty is intended to aid in your recovery and is, therefore, transitional and temporary in nature.

If an injured employee cannot return to work after a review of all medical information, or modified duty is not available, and the injured employee's approved leave has expired, the Human Resources Department will decide whether to grant extended unpaid leave as an accommodation, in accordance with applicable law. Considered in this determination are whether you will be able to return to work within a reasonable period of time, whether you will need accommodation if you can return within a reasonable period of time, and the operational hardship caused by any additional period of leave or need for accommodation if you return. Employees who are on a worker's compensation leave of absence will not accrue vacation or sick time until the employee returns to work and can perform temporary modified work or perform the essential functions of the job, with or without a reasonable accommodation.

CHAPTER 2 - LEAVES OF ABSENCE / TIME OFF

CEC provides leaves of absence (LOA) and time off for employee medical and personal needs as well as to comply with local, state and federal leave entitlements. CEC expects that employees who have been granted an LOA or leave accommodation due to medical reasons will adhere to doctor's instructions and use the LOA or leave accommodation to take care of the health and welfare of themselves or their covered family members. Therefore, if contrary to doctor's instructions, employees must not perform any work while on a medical LOA or medical leave accommodation, including attending meetings or trainings, whether in person, online or by phone. Employees also cannot perform tasks in Workday that are not related to the employee's own employment. Examples of Workday tasks that are not related to the employee's own employment include reviewing and approving invoices/expense reimbursement and the time off requests of other employees. Employees on medical LOA or medical leave accommodation may continue to use Workday to review their own vacation and sick leave balances, time off requests, benefit elections, etc. ***Please note that employees will not accrue vacation and sick time for some leaves of absences (LOA). Please refer to the Handbook Addendum for your work area.***

2.1 FAMILY AND MEDICAL LEAVE ACT LEAVE (FMLA LEAVE)

Eligibility Requirements

To be eligible for FMLA leave, you must meet all of the following criteria:

- You must have been employed with CEC for at least 12 months (need not be consecutive);
- You must have worked at least 1250 hours during the previous 12-month period before the commencement of the leave of absence; and
- You must work in a location where 50 or more employees are employed by CEC within a 75-mile radius.

Basic Leave Entitlement

CEC will grant up to 12 weeks of unpaid, job-protected leave in any consecutive 12-month period to eligible employees for certain family and medical reasons. FMLA Leave involving the birth or placement of a child for adoption or foster care must be completed within 12 months of the birth or placement.

You may take leave for anyone, or for a combination, of the following reasons:

- The birth of your own child and to care for the newborn child;
- The placement of a child with you for adoption or foster care, and/or to care for the newly placed child;
- Your own serious health condition (including any period of incapacity due to pregnancy, prenatal medical care or childbirth) which makes you unable to perform one or more of the essential functions required in your job; and/or
- To care for your spouse, child, parent, or domestic partner who has a serious health condition.

CEC uses a "rolling year" formula to calculate how much leave is available. The 12-month period is measured backwards from the date of any FMLA usage; any leave under FMLA taken during that period must be reduced from the 12 weeks allowed.

A "**serious health condition**" is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents you from performing the functions of your job or prevents the qualified family member from participating in school or other daily activities. Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least 2 visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Military Family Leave

Eligible employees with a spouse, son, daughter, or parent on covered active duty or called to covered active-duty status (or who has been notified of an impending call or order to covered active duty) in the Reserve component of the Armed Forces for deployment to a foreign country in support of a contingency operation or Regular Armed Forces for deployment to a foreign country may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, caring for the parents of the military member on covered active duty and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement which permits eligible employees to take up to 26 weeks of leave to care for a covered service member with a serious injury or illness during a single 12-month period (one-time basis only). A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is on the temporary retired list, for a serious injury or illness. These individuals are referred to in this policy as "current members of the Armed Forces." Covered service members also includes a veteran who is discharged or released from military services under condition other than dishonorable at any time during the five year period preceding the date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation or therapy for a serious injury or illness. These individuals are referred to in this policy as "covered veterans."

The FMLA definitions of a "serious injury or illness" for current Armed Forces members and covered veterans are distinct from the FMLA definition of "serious health condition" applicable to FMLA leave to care for a covered family member.

Employment and Benefits Protection

If applicable, while on FMLA leave, you are entitled to continue group health benefits coverage under the same conditions as if you had continued to work. If paid time off is substituted for unpaid leave, the Company will deduct your portion of any applicable health plan premium as a regular payroll deduction. If your leave is unpaid, you must make arrangements with CEC's Benefits Department to continue making premium payments on their health insurance. If the employee's premium is more than 30 days late, the applicable coverage may cease without further notice.

Upon return from an FMLA leave, CEC must place you in the same position you held before the leave, or an equivalent position with equivalent pay, benefits, and other employment terms unless reinstatement is not required under certain conditions.

The use of FMLA leave will not result in the loss of any employment benefits that accrued prior to the start of your leave.

Use of Leave

- You do not have to take the 12 weeks of FMLA leave during a 12-month period all at once.
- Leave can be intermittent (one day periodically when needed) or on a reduced leave schedule when medically necessary.
- You can also take FMLA leave due to qualifying exigencies on an intermittent basis.
- If you are granted an FMLA leave of absence on an intermittent or reduced-schedule basis, CEC may require you to temporarily transfer to an alternate position that accommodates your recurring absences or part-time schedule.

Substitution of Paid Leave for Unpaid Leave

- While you are on unpaid FMLA leave, you will be required to use any accrued vacation and sick days concurrently with your FMLA leave.
- The substitution of paid time for unpaid FMLA leave time does not extend the length of FMLA leaves, though, and the paid time will run concurrently with your FMLA entitlement.
- Also, your receipt of disability benefits or Workers' Compensation benefits does not extend the maximum amount of leave time to which you are eligible under the FMLA.

Employee Responsibilities & Procedure for Requesting FMLA

- Contact the Benefits Department when you foresee the need to request FMLA leave, at benefits@cecentertainment.com.
- You will be directed to notify CEC's third-party Leave and Disability Administrator (LDA) no less than 30 days before the date your leave is to begin. (New York Life, (800) 362-4462, mynylgbs.com)
- If the leave is foreseeable based on planned medical treatment, you must make a reasonable effort to schedule the treatment so as not to disrupt CEC's operation.
- If you are out for 3 consecutive shifts due to illness (whether your own or of an eligible dependent), you must contact the LDA for an approved leave of absence.

- In the event that the need for leave is not foreseeable, you should still notify the LDA as soon as possible from the date you request that the leave begin. Benefits Contact Information: (New York Life, (800) 362-4462, mynylgbs.com; CEC Benefits Department(972) 258-5462 or benefits@cecentertainment.com)

You must timely provide the requested information to CEC's LDA to enable it to determine if the leave may qualify for FMLA protection, the anticipated timing and duration of the leave, and determine approval of the leave.

- Sufficient information may include that you are unable to perform job functions, that your family member is unable to perform daily activities, that there is a need for hospitalization or continuing treatment by a health care provider, or that there are other circumstances supporting the need for FMLA leave.
- You must also inform the Company if the requested leave is for a reason for which FMLA leave was previously taken or certified. You may also be required to provide medical certification and periodic recertification supporting the need for leave.

Employer Responsibilities

After you request FMLA leave, CEC's LDA will inform you whether you are eligible for it. If you are, such notice must specify any additional information required of you, as well as informing you of your rights and responsibilities. If you are not eligible, CEC's LDA will explain why.

CEC's LDA will inform you if the leave you request will be designated as FMLA-protected and, if so, the amount of leave counted against your leave entitlement. CEC's LDA will also notify you if it determines that the leave is not FMLA-protected.

Returning to Work

Before you return to work from FMLA leave as a result of your own serious health condition, you must present written medical certification from a health care provider stating that you are able to perform the essential functions required for your job either with or without a reasonable accommodation. Failure to provide such certification may result in a delay of the anticipated return to work date. If you remain away from work for more than the period of time allowed without such advance approval, you will be considered to have voluntarily abandoned your job.

If you need a reasonable accommodation to return to work following FMLA leave, you should request such an accommodation through Human Resources. (Email employeerelations@cecentertainment.com). Please refer to CEC's Individuals with Disabilities: Non-Discrimination and Accommodations Policy for more information.

State Family and Medical Leave Laws

Some states have specific provisions for their own jurisdictions that may differ from CEC's Family and Medical Leave Policy. Please contact the Benefits Department for more information on employee rights and benefits in accordance with specific state laws or reference the Handbook Addendum for your work area.

[Revised 6/2022]

2.2 MEDICAL LEAVE OF ABSENCE POLICY

This policy should be read together with the Family and Medical Leave Policy.

Under the FMLA, an eligible employee can receive up to 12 workweeks of leave in a 12-month period for FMLA qualifying reasons.

In addition to the protections provided by the FMLA, CEC has adopted a Medical Leave of Absence Policy, which grants unpaid leave to an employee who, due to a documented medical condition, is unable to work.

If an employee's leave is necessitated by a serious health condition that is also a qualifying disability under the Americans with Disabilities Act Amendments Act ("ADAAA"), the employee may be eligible for an accommodation under the ADA, such as additional unpaid leave.

Medical leave granted under this policy may be granted for the length of the illness but typically will not exceed 6 months in any "rolling" 12-month period unless otherwise required by law, including the ADAAA. Granting a request for medical leave longer than 6 months will be determined by Human Resources on a case-by-case basis.

Employee Responsibilities & Procedure for Requesting Medical Leave

- All leave taken under this policy will run concurrent with any FMLA or state qualifying leave.
- The employee will be required to submit a completed Medical Certification form no later than **15 calendar days from the date that the leave is requested to begin, or as soon as practicable before.**
- Leave requests that are not submitted according to this policy and as soon as practicable will be denied.
- When an employee wishes to return to work following a medical leave, the employee will be required to provide a certified medical statement indicating that they are able to return to work and perform the essential functions of the position.
- Employees should contact the Benefits Department for more information by email at benefits@cecentertainment.com.

Failure to comply with the above-mentioned requirements will result in denial of leave or reinstatement from leave, in which case the employee's leave of absence would be unauthorized, subjecting the employee to discipline up to and including employment termination.

Employees who take a medical leave under this policy do not have job restoration rights. However, the Company will generally reinstate the employee to the same position or a position with equivalent status, pay, benefits and other employment terms upon the employee's return before or at the end of the approved leave period. If the Company cannot restore the employee, the employee will receive written notice from Human Resources.

[Revised 6/2022]

2.3 MILITARY LEAVE

CEC employees are granted unpaid time off from work when performing service in the Uniformed Services (as that term is defined under the Uniformed Services Employment and Reemployment Rights Act). Service in the uniformed services means the performance of duty on a voluntary or involuntary basis in a Uniformed Service under competent authority, including active duty as well as attending regular Reserves or National Guard duty or as otherwise required by applicable federal, state, or local law.

Employees returning from a period of service in the Uniformed Services must meet the criteria below to be eligible for re-employment or to be placed back into an active employee status, unless otherwise required by applicable law. If these conditions are not met, employment protection under federal law is not applicable, however, additional protections may be available under applicable state or local law.

- Absence from work must have been on account of service in the uniformed services.
- Advance notice must have been given to CEC's outsourced Leave and Disability Administrator regarding the need to take leave for service unless such notice was precluded by military necessity or was otherwise impossible or unreasonable.
- The cumulative period of military service has not exceeded 5 years. Certain exceptions are allowed for situations such as call-ups during emergencies, reserve drills, and annually scheduled active duty for training.
- Military discharge was not under dishonorable or other punitive conditions.
- Reporting back to CEC is done in a timely manner, unless reporting back was impossible or unrealistic. See CEC's Military Leave Policy for specific time limits for returning to work.

Provided the absence does not exceed applicable statutory limitations, employees returning from Uniformed Service will be re-employed in the job that they would have attained had they not been absent for military service, with the same seniority, status and pay, as well as other rights and benefits determined by seniority. CEC will make reasonable efforts (such as training or retraining) to enable returning service members to qualify for reemployment. If the service member cannot qualify for such a position, he or she will be reemployed, if qualified, in any other position that is the nearest approximation to that position and then to the employee's pre-service position.

Employees performing military duty for more than 30 days may elect to continue employer-sponsored health care for up to 24 months; however, they may be required by CEC to pay up to 102 percent of the full premium. For military service less than 31 days, health care coverage is provided as if the service member had remained in an active employment status. Additional protections for health insurance coverage may be available under applicable state or local law.

Please ask the Benefits Department for further information about eligibility for Military Leave by emailing the request to benefits@cecentertainment.com)

2.4 PERSONAL LEAVE

CEC grants employees unpaid time off from work when needed due to personal reasons not covered under any other CEC leave policy, not covered under applicable statutory law or as an accommodation.

At the Company's discretion, CEC may grant up to **30 calendar days of unpaid leave** to an employee. An employee must either exhaust all leave he/she is found eligible for under CEC's leave programs or be denied such leave, and exhaust all earned and accrued sick and vacation time that is available to him/her before he/she is eligible for Personal Leave.

The need for personal leave must be legitimate, and an employee must apply for and receive approval for the leave from the Leave and Disability Administrator. Employees are required to submit requests for personal leave at least 30 days prior to the requested absence, when possible and are required to provide documentation to support the need for leave, when possible.

Examples of legitimate personal reasons may include, but are not limited to, to take care of a family's estate, or to assist a family member who is relocating out of town. Leave related to childbirth, adoption, child placement, illness, injury, impairment, military service, caring for loved ones, bereavement, jury/witness duty, and religious observances, may be covered by other CEC policies described in this Handbook, so you should check those policies before requesting personal leave.

There is no tenure requirement to request consideration for a personal leave related to an employee's disability. All other personal leave requests require the employee to complete a minimum of 90 days of employment before consideration. ***For more information on how to request personal leave, you may email benefits@cecentertainment.com.***

Any request you make for personal leave will be reviewed on a case-by-case basis. Factors such as your job performance, attendance record, and the unit's ability to function in your absence, will all be taken into consideration for non-medically related requests. Requests for personal leave as a reasonable accommodation will be evaluated pursuant to federal, state and local law. The total length of the personal leave cannot exceed 30 days, unless otherwise provided by federal, state, or local laws. Your eligibility for employer group health benefits coverage continues during a leave under this Policy. *You must make arrangements with CEC's Benefits Department to continue making your premium payments during the leave of absence.*

2.5 VOLUNTEER EMERGENCY RESPONDER LEAVE

CEC will reasonably accommodate employees who request time off to perform duties as a volunteer emergency responder.

Examples of a volunteer emergency responder include an American Red Cross or disaster relief service volunteer, an emergency medical services attendant or technician, an emergency rescue responder, a member of an emergency management agency, reserve law enforcement or peace officer, search or rescue squad member, volunteer firefighter, volunteer part-time enforcement officer, or any other volunteer emergency responder of this type.

In addition, an employee who is a volunteer firefighter or law enforcement may be permitted to take temporary leaves of absence for the purpose of fire or law enforcement training.

To request time off for volunteer emergency responder leave, log into your Workday account and submit your request directly to your supervisor. You are required to notify your supervisor as soon as possible of the necessary leave time and to provide verification of service either before the leave begins (if possible) or upon your return to work.

Time away from work will be unpaid unless you choose to use your earned vacation time, if available. CEC will not discriminate, harass, or otherwise penalize an employee for taking such leave.

2.6 LEAVE FOR VICTIMS OF DOMESTIC VIOLENCE, SEXUAL AND GENDER VIOLENCE, STALKING OR OTHER CRIMES OF VIOLENCE

CEC will provide up to 12 weeks of unpaid leave for eligible employees who are the victims of domestic violence, sexual violence, gender violence, stalking or any other crime of violence, or who have family members, household members, domestic partners are or dating partners of a victim of domestic violence, sexual or gender violence, stalking or other crimes of violence,

Leave for these reasons will run concurrently with FMLA leave unless prohibited by law.

You may take this type of eave for several reasons including, but not limited to:

- seek medical attention for or recover from physical or psychological injuries caused by domestic violence, sexual violence, gender violence or any other crime of violence;
- obtain services from a victim's services organization;
- obtain psychological or other counseling;
- participate in safety planning, including temporary or permanent relocation, or other actions to increase their physical safety or economic security; or
- seek legal assistance or remedies to ensure their health and safety, including preparing for or participating in any civil or criminal legal proceeding related to or derived from domestic violence, sexual violence, gender violence or any other crime of violence.

For purposes of this policy, "family or household member" means a spouse or party to a civil union, parent, grandparent, child, grandchild, sibling, or any other person related by blood or by present or prior marriage or civil union, other person who shares a relationship through a child, or any other individual whose close association with the cast members is the equivalent of a family relationship as determined by the cast members and persons jointly residing in the same household.

Leave may be taken intermittently or on a reduced work schedule.

Depending on the circumstances of each individual case, CEC may also be able to work with you to determine if other non-leave related assistance will facilitate your ability to remain safe and maintain your work performance, such as, but not limited to, modifying work schedules, changing your location within the workplace, and/or changing your Company phone number, if applicable.

Leave for victims of domestic violence, sexual assault or stalking is unpaid; however, you may choose to use any available earned sick or vacation time for such leave. You may not lose any accrued benefits during the leave, and health benefits will be maintained. If you wish to request this type of leave, you should contact the Benefits Department at benefits@cecentertainment.com

[Revised 6/2022]

2.7 BEREAVEMENT LEAVE

CEC will grant full-time and part-time employees with paid time off from work if a death occurs in the family.

- **You will be entitled to a maximum of 5 workdays of bereavement leave when death occurs within your immediate family, and up to 3 workdays for the death of other relatives.**
- You must request bereavement leave in Workday. Time off for bereavement leave is subject to approval by your supervisor.
- If you need bereavement leave or wish to take time off to attend a funeral, you should notify your supervisor immediately to allow for coverage of the work shift where applicable.

For the purpose of bereavement leave only, “immediate family” is defined as your spouse, domestic/civil-union partner, child/legal ward, stepchild, parent/legal guardian, stepparent or sibling. “Other relatives” are defined to include your grandparent, grandchild, sibling’s child, or in-law (parent, child, or sibling).

To request time off for bereavement leave, log into your Workday account and submit your request directly to your supervisor. You are encouraged to provide as much advance notice as possible to your supervisor when requesting such time off, to allow for proper shift coverage if/when applicable.

Illinois Employees (Additional Bereavement Leave)

Full and part time employees in the state of Illinois under the Family Bereavement Leave Act, may take up to 2 weeks (10 workdays) of unpaid bereavement leave for the following:

- Attend a funeral, make arrangements, or grieve the death of a "Covered Family Member". "Covered Family Member" is defined as an employee's child, stepchild, spouse, domestic partner, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or step parent, AND
- A miscarriage, an unsuccessful round of intrauterine insemination or of an assisted reproductive technology procedure, a failed adoption match or an adoption that is not finalized because it is contested by another party. a failed surrogacy agreement, a diagnosis that negatively impacts pregnancy or fertility or a stillbirth.

To request time off, you should follow the same procedure as above in Workday. You may be required to provide documentation.

[Revised 6/2022]

2.8 JURY AND WITNESS DUTY

CEC values your participation in important civic duties. Therefore, you will be granted time off from regularly scheduled working hours to report for jury or witness duty. If you are summoned to participate, you must notify your supervisor immediately and before any such service is required, if possible. Employees must request jury and witness duty leave in Workday.

- Unless otherwise required by state law, full-time and part-time employees participating in jury or witness duty during regularly scheduled work hours, are eligible for up to 10 days of paid time off per calendar year.
- If you are required to serve on jury or witness duty for more than 10 working days per calendar year, CEC may provide additional compensation if the jurisdiction in which you are serving so requires. You will be paid for the missed work shift(s) at your regular rate of pay.

If you are excused from jury duty or witness duty before the end of your scheduled work shift, you must then report to work for the remainder of the work schedule; provided that you are not required to work any hour past a total of 8 hours per day including the time spent serving on jury or witness duty. For example, if you have served on jury duty for 4 hours and 5 hours remain of your scheduled work shift for that day, you are required to work 4 hours of the remaining shift.

You must provide certification for jury or witness duty as supporting documentation. Examples of certification include copy of the summons, subpoena, court order, police report, prosecutor's request, or other document demonstrating your required service for jury or witness duty. Once your supervisor verifies the information, authorization for payment will be given, if applicable.

To request time off for jury/witness duty leave, log into your Workday account and submit your request directly to your supervisor. You are encouraged to provide as much advance notice as

possible to your supervisor when requesting such time off, to allow for proper shift coverage if/when applicable.

2.9 SCHOOL VISITATION LEAVE

CEC will grant unpaid time off from work to employees who are parents, stepparents, foster parents, guardians or legal wards of school children to attend school or day care meetings or events. Events may include:

- Parent involvement programs;
- Participation in a school-related event for your child;
- Attendance at school conferences;
- Observation or participation in classroom activities; or
- Any other school related activity as required by law.

You must provide reasonable notice of the intent to take leave, when practical, and as required in your jurisdiction. You may choose to use any earned vacation time (or other paid time off if required by law) in lieu of the unpaid time off. You should contact the Human Resources Department with questions specific to your state.

To request time off for school visitation leave, log into your Workday account and submit your request directly to your supervisor. You are encouraged to provide as much advance notice as possible to your supervisor when requesting such time off, to allow for proper shift coverage if/when applicable.

2.10 VOTING LEAVE

CEC believes it is the responsibility and duty of employees to exercise their right to vote in elections. CEC will follow all State-specific voting leave laws, including time off and paid leave requirements. You should check with your manager or Human Resources representative in advance of Election Day regarding your State's voting leave laws.

If your State does not have specific voting leave requirements, CEC will grant you approved time off to vote as follows:

- If you have 2 consecutive hours available to vote during polling hours outside of your normal work schedule, you will not be eligible to take any additional time off from work for voting purposes.
- If you do not have 2 consecutive hours available to vote during polling hours outside of your normal work schedule, you may take a reasonable amount of time (2-3 hours) of leave to do so. Use of work time to vote must be approved in advance by your supervisor.
- In the event you need additional time, you should speak with your supervisor. Although you may be allowed to take time off to vote during your normal work schedule, such time will be unpaid.

If you have been appointed or selected to serve as an election officer or official, you should contact the Human Resources Department regarding the availability of leave to serve in such position or to attend training for the position. If you have a question about this Policy, you can contact the Human Resources Department.

To request time off for voting leave, log into your Workday account and submit your request directly to your supervisor. You are encouraged to provide as much advance notice as possible to your supervisor when requesting such time off, to allow for proper shift coverage if/when applicable.

2.11 EMPLOYEE BENEFITS WHILE ON LEAVE

While an employee is on leave, CEC will continue the employee's health benefits during the leave period at the same level and under the same conditions as if the employee had continued to work as long as the employee pays a portion of the health care premium.

While on paid leave, the employer will continue to make payroll deductions to collect the employee's share of the premium. Any payroll deductions missed while on leave that are not paid directly to CEC while on leave will be deducted from the employee's check when he or she returns from leave.

While on unpaid leave, the employee must continue to make this payment by mail to

- **CEC Benefit Department, 1707 Market Place Blvd, Ste 200, Irving TX 75063.**
- **The payment must be received by the first day of every month.**
- **A 30-day grace period applies. If full payment is not postmarked within the 30-day grace period, your benefits may be terminated.**

If the employee chooses not to return to work for reasons other than a continued serious health condition of the employee or the employee's family member or a circumstance beyond the employee's control, CEC may require the employee to reimburse the Company any amount paid for the employee's health insurance premium during the leave period.

Group health insurance benefits may continue up to a maximum of six (6) months for a medical related leave. **Failure to make the monthly premium payment for two (2) consecutive months will result in the termination of coverage for all benefit plans at the end of the second month**. Any unpaid premium balances prior to the termination of benefits will be immediately deducted from the employee's final check.

CHAPTER 3 - ADDITIONAL SUPPORT

3.1 CEC CARES EMPLOYEE RELIEF FUND

The CEC Cares Employee Relief Fund was established to help respond to our employees' needs in times of crisis or tragedy. CEC Cares is a charitable and organized way to help our fellow employees and their immediate family ease their resulting financial hardship.

The Program is simple.

- You can make donations in the form of payroll deductions (payroll deductions can be a minimum of $1.00 per paycheck up to $250.00, or as permitted by IRS regulations) by enrolling at any time through Workday's benefits election portal (U.S. employees) or contacting the Payroll department at payroll@cecentertainment.com (Canada employees).
- If necessary, you can stop payroll deductions at any time through the same process.
- You can also make one-time or recurring donations through the program's website, www.tulsacf.org/ceccares or by mailing a personal check directly to Tulsa Community Foundation; (please visit the program website for further information on making donations via personal check).
- Your donation is tax-deductible to the full extent allowed by law

The CEC Cares Employee Relief Fund is managed and administered by the Tulsa Community Foundation (TCF), a U.S. Internal Revenue Service 501(c)(3) not-for-profit charitable foundation.

The CEC Cares Employee Relief Fund may provide short-term assistance to employees experiencing severe financial hardship due to unexpected and unavoidable emergencies.

- The impact must affect the employee or a member of his or her immediate family directly. Immediate family is defined as legal spouse/civil-union partner, child/legal ward/stepchild, parent/legal guardian/stepparent or sibling.
- Expenses paid through this program must be the responsibility of the employee, and documentation of the emergency or crisis event will be required.
- Examples of unforeseen events include home catastrophes/natural disasters, hospitalization expenses, funeral expenses, or sudden military deployment.

Based on guidelines set forth by CEC, TCF will determine what amount of assistance will be given, if any, for each request up to a maximum allowable amount per employee, per occurrence, based on the event category. There are various maximum amounts per category and employee, but only one grant per incident will be eligible.

- Individuals seeking financial assistance due to a hardship will be required to submit a grant application through the program's website (www.tulsacf.org/ceccares).
- The grant eligibility and determination process will be conducted entirely by a TCF review committee.

- The grant amount awarded to an applicant employee will be based on the category of a submission and the TCF's determination of eligibility based on criteria established by CEC and available documentation. There is a maximum number of grants allowable per calendar year. Grants are paid directly by TCF to the entity to whom the employee has a financial obligation.

Visit the program's website (www.tulsacf.org/ceccares) for more information, to make a donation or to apply for a grant. If you have a specific question about applying for assistance or regarding a previously submitted application, please e-mail Tulsa Community Foundation directly at emergency@tulsacf.org.

3.2 CEC CARES OPPORTUNITY SCHOLARSHIP PROGRAM

The CEC Cares Opportunity Scholarship is open to corporate-owned Chuck E. Cheese, Peter Piper Pizza and Peter Piper Express employees who are high school seniors or college students who plan on attending an accredited college, university or vocational technical school in the J.S. for the upcoming academic year. Employees must have a minimum of six months of service with CEC, work an average of ten hours a week and have a GPA of 2.0 or higher. Applications are open for a limited time each year; for more information visit https://tulsacf.org/ceccaresscholarships/ or contact CEC Benefits @ benefits@cecentertainment.com

3.3 EARLY ACCESS TO EARNED WAGES

PayActiv allows you to access your earned but unpaid wages between paychecks. It is not a loan, has no hidden fees, and doesn't require a credit check. You can access up to 50% or up to $500 of your earnings. The wages that you received in advance are then deducted from your next paycheck. To enroll, talk to your Manager.

*3.*4 EMPLOYEE REFERRAL PROGRAM

As part of CEC's recruitment strategy, all employees (except Vice President level and above, recruiting personnel, and managers with hiring authority over the position) will be rewarded for referring qualified candidates to eligible positions in operations management, Support Center or Call Center positions. Those candidates, once hired, must remain with the Company for the required minimum employment period as defined in the Employee Referral Program Overview.

For a referring employee to be eligible for a referral bonus, the referred candidate must meet the following requirements:

- Must be a new hire to the Company;
- Must identify the referring CEC employee's full name and location on his or her employment application or to the hiring manager; and
- Must not currently be a temporary, contract, or temporary to permanent employee;
- Must be an individual who can legitimately be hired into the position and would not cause any conflict of interest or the appearance of a conflict of interest, as outlined in CEC's Personal Relationships Policy; and
- Must be hired within 6 months of the initial referral date.

The positions eligible for the referral program and the amount of the referral bonuses will be determined and published by the Talent Acquisitions Department. Bonus amounts will remain in effect until modified or suspended. All referral bonus payments are subject to applicable federal, state and/or local withholding taxes. Both the referring employee and the referred candidate must be actively employed with the Company at the time of bonus payment. If you wish to refer a candidate for an eligible position, you must send an email to talentreferral@cecentertainment.com before the candidate submits a job application. The talent referral must include: your full name, current location, and the name of the referred candidate, along with the candidate's contact information; you may also attach the candidate's resume/CV. The referred candidate is required to apply to a specific position through the Company's normal employment application process.

Referrals will be tracked by the Talent Acquisition Department. Please contact Talent Acquisition at talentreferral@cecentertainment.com if you do not receive your bonus payment.

3.5 SERVICE AWARDS

CEC is thankful for the valuable dedication of its employees who contribute to the success of the Company. Therefore, CEC will honor your continued service and will recognize you with an award when you complete one, five, ten, fifteen, twenty, twenty-five, and thirty years of service. All gifts awarded to CEC employees for their tenure are reviewed periodically and are subject to change.

CHAPTER 4 - CORPORATE GIVING

CEC recognizes the importance of charitable non-profit organizations and dedicates a portion of its budget each year to support requests for donations. CEC receives hundreds of requests each week from reputable organizations serving important and worthy causes; however, it is impossible to support all requests.

Children and families are at the heart of CEC's vision. We have chosen to support organizations that share our vision and whose missions are to serve disadvantaged, abused or neglected, and seriously ill children.

Requests for Company support and donations must be submitted to the Support Center, to the attention of the Corporate Communications Representative. Due to the large number of ongoing requests, we ask that you only forward requests that serve the needs of children.

CEC also offers elementary schools and other non-profit organizations the opportunity to participate in fundraisers. Further information about fundraising opportunities can be found at www.chuckecheese.com or by contacting the Corporate Communications Representative. Over the years, the Company has given back millions of dollars in support of education and charitable organizations through its fundraising programs.